

INTERVIEWING STEPS

1. Make sure the student clearly understands the program. Review the How the Program Works flyer with the student, if necessary. Make sure he or she clearly understands that this is a program for students with disabilities. Emphasize that you are solely the interviewer, and not the person to contact about job inquiries; your involvement with their application ends when you turn in your data. Job offers will come directly from employers.
2. Use the WRP Interview Sheet handout, or a method of your own devising, to make notes during the student's interview. Some guidelines:
 - Get the student talking -- about job and volunteer experiences, school, extracurricular interests, etc. Be sure that yours is not the only voice heard during the interview!
 - Develop and maintain a non-patronizing attitude -- see the person and his or her abilities, NOT the disability.
 - Do not ask about disability issues that are not job-related.
 - Do ask about disability issues that seem to be directly job-related by asking about potential reasonable accommodations.
 - Don't make assumptions about a student's ability to perform a certain job based on your knowledge or ideas about the student's disability, or your experience with or knowledge of other people with disabilities identical to the student's.
 - If you are having trouble communicating with the student, take the time out to try to fix the problem together. Otherwise, the interview is useless for both of you.
3. At the end of the interview, give the student the Important Information for Students sheet.
4. See the other side for some suggestions about interview questions to ask the students.

SUGGESTED INTERVIEW QUESTIONS

(Questions below in bold are required questions)

- How would you describe yourself?
- Why did you select your major?
- Why did you choose the university that you are attending?
- Are you happy with these choices?
- What are your long term goals? Where do you see yourself five years from now?
- What skills and knowledge do you feel you will need to develop in order to reach your goals?
- What are one or two of your most important accomplishments?
- What extracurricular activities are you involved in, and why?
- What jobs or volunteer experiences have you had?
- What responsibilities did you have in these jobs or volunteer experiences?
- What did you enjoy about the work? What did you not enjoy?
- What work experiences have been the most interesting to you? Why?
- Who or what in your life influenced you most in your school or career goals?
- What are your greatest strengths as a worker? What areas need improvement?
- Why are you seeking a position through the WRP?
- **What would you like to do in a summer job (or permanent job) through the WRP?**
- **In what geographic area would you most like to work (through the WRP)?**
- **What kinds of computer skills, or other specialized skills, do you have?**
- **What kinds of accommodations might you need to perform a job through the WRP?**